SNS Supply Chain Dashboard
Project Areas and State Stockpiles Weekly Data Entry

Quick Reference Guide

Quick Tips

Logging in to CIT

1. Access Secure Data Network (SDN) at **http://sdn.cdc.gov** and type your challenge phrase.

2. The **SDN Activity Page** displays.

3. Select **SNS Supply Chain Dashboard**. The **Purpose and Confidentiality Statement** page displays. Follow the instructions to access the page

   Note: If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information below.

Getting Help

Click **Help** on the navigation panel and then click **Online Help** to display the online help system.

Note: You may also access the Online Help system by clicking the **Need Help?** link at the top of each screen in the application.

Contact the **PHIN Help Desk**
Phone: (800) 532-9929
Email: PHINTECH@cdc.gov
Hours: M – F, 8:00 A.M. – 8:00 P.M. Eastern Time

Entering Weekly Data for Project Areas and State Stockpiles

The following instructions explain how to enter the quantity on hand and available for deployment in project areas and state stockpiles.

1. Click **Data Collection** in the navigation panel and click **Weekly Data Entry**.

2. In the **Provider** field, select **Project Areas – State Stockpile**.

3. In the **Date as of** field, specify the date (Wednesday only) for which you are entering data.

   Do one of the following:

   - Enter the date in mm-dd-yyyy format.
   - Click in the field to display a calendar, and then select the date.
   - Click on the calendar object to display a calendar, and then select the date.

4. In the **Copy From Date** field, specify the date you want to copy data from.

   Do one of the following:

   - Enter the date in mm-dd-yyyy format.
   - Click in the field to display a calendar, and then select the date.

- Click on the calendar object to display a calendar, and then select the date.

5. Click the **Go** button. The form to enter the data displays.

6. For each countermeasure, enter the current supply in the **Supply Qty** field.

7. Click the **Save** button. The system saves the information you entered.

8. Click the **Close** button to exit the system.

NOTE:

Weekly data represents the current available supply and reflects on-hand, available product that is not committed to customers. In addition, Distributors and Retailers can enter their order fill rating, which reflects their timeliness to fill orders. SNS users can enter the estimated weekly prescription totals.